

District Regulation
No. 1180-1-6

17 August 1998

Contracts
IMPLEMENTATION OF LESSONS LEARNED IN CONSTRUCTION CONTRACTS

1. PURPOSE. This regulation establishes policy and procedures for the Mobile District Lessons Learned (LL) System which is intended to prevent the repetition of problems encountered during the construction and subsequent utilization of facilities produced by the Mobile District.

2. APPLICABILITY. This regulation applies to all elements of the Mobile District having a responsibility for managing, planning, designing, constructing, or operating Military or Civil Works projects.

3. REFERENCES.

- a. ER-1110-2-1200 Engineering and Design Plans and Specifications
- b. ER-1110-345-100 Design Policy for Military Construction

4. RESPONSIBILITIES.

a. The Chief, Construction Division, will have overall responsibility for oversight of the LL System.

b. Mobile District Employees. All Mobile District employees having responsibility for managing, planning, designing, constructing, or operating Military or Civil Works projects will be alert to problems encountered during the construction and subsequent utilization of facilities produced by the Mobile District. Any employee discovering a problem which could be avoided on future projects through the use of the LL System will make a LL submission using the procedures in this regulation.

c. LL Coordinator (LLC). Construction, Operations, Programs & Project Management, Engineering, and Planning Divisions will each designate a LLC who will:

(1) Act as his/her Division's point of contact for all matters relating to the LL System.

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(2) Maintain an awareness of the LL System throughout his/her Division and insure the LL System is used.

(3) Represent his/her Division at monthly meetings of the LL Committee.

(4) Inform originators of LL submissions in his/her Division of the actions taken on their submissions.

d. LL System Manager (LLSM). Information Management Division will designate a LLSM who will:

(1) Insure all electronic LL submissions are made available to each of the LLCs.

(2) Enter LL submissions into the LL System database as LL records upon approval by the LL Committee.

(3) Remove LL records from the LL System database when they are approved by the LL Committee for deletion.

(4) Insure that hardware and software are maintained/updated to allow ready access to the automated LL System database.

e. Designers. Upon initiation of design, Architect-Engineer (A-E) and in-house designers will search the LL System database for all LL records applicable to the project they are designing. The recommendations associated with each of the extracted LL records will be addressed in the design. The final design submission will include the following LL certification signed by the designers:

“I certify that each Lesson Learned listed hereon was reviewed by me or a subordinate designer under my supervision and the recommendations associated with each Lesson Learned have been followed in this design.”

f. Construction Division.

(1) Prior to signing the Biddability, Constructibility, Operability, and Environmental (BCOE) Certification for a completed design, the Chief, Construction Division, will confirm that the designers have signed a LL certification.

(2) Prior to the start of construction on a Military or Civil Works project, the Area/Resident Engineer will search the LL System database for all LL records applicable to the construction phase of projects at that location. The recommendations associated with each of the extracted LL records will be addressed during the construction of the project.

g. Engineering Division.

(1) For designs being accomplished by the Mobile District, Engineering Division will insure that the Statement of Work for A-E design contracts contains requirements to:

(a) Search the LL System database for all LL records applicable to the project being designed

(b) Address the recommendations associated with each of the extracted LL records in the design

(c) Include a LL certification signed by the designers with the final design submission.

(2) For designs being accomplished by an organization other than Mobile District (e.g., another District, the Base Civil Engineer/Director Public Works, or another Government organization), Engineering Division will encourage the organization to have its designers comply with the requirements in paragraph 4.d. above.

h. LL Committee.

(1) The LL Committee will be composed of the LLCs, an Information Management Division representative, and the LLSM. The Chairperson responsibilities will alternate yearly between Engineering and Construction Divisions' LLCs.

(2) The LL Committee will meet once a month to:

(a) Review the following sources of potential LL identified during the preceding month: (1) LL submissions; (2) appropriate supporting documentation for construction contract modifications; and (3) other sources (e.g., correspondence/comments from customers, LL System databases from other Districts and from industry).

(b) Determine which of the items reviewed should be designated for entry into the LL System database.

(c) Complete and/or modify any information needed to provide a usable LL record for items designated for entry into the LL System database.

(d) Designate one of the following follow-up actions to be taken on each LL record being entered into the LL System database: (1) the LLC from the Division in which the LL submission originated will initiate action to have the governing Corps of Engineers Guide Specifications (CEGS) or other governing design criteria revised to incorporate the LL; (2) Engineering Division will develop a "pre-edited" CEGS or a Mobile District Guide Specification to address the LL; (3) Engineering Division will incorporate the LL into the applicable Installation Specific Design Criteria; (4) Engineering Division will incorporate the LL into the

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Mobile District Design Manual; or (5) LL record will be reviewed annually by the LL Committee for continued validity.

(e) Confirm that designated follow-up actions on previously entered LL records were taken.

(f) Address hardware and software problems and issues.

5. GENERAL.

a. The LL System database will be readily accessible on the Internet through the Mobile District LL Web Page.

(1) LL submissions will be made utilizing the LL Submission Form provided on the LL Web Page.

(2) All designers will obtain the LL applicable to the projects they are designing by using the LL search criteria provided on the LL Web Page.

(3) The LL Certifications which must be signed by designers will be printed from the LL Web Page.

b. The LL System database will contain the fields listed below. As a minimum, the fields designated as “required” must be completed by the originator of a LL submission in order for the submission to be accepted.

(1) LL Number. Sequential number assigned by the LLSM.

(2) LL Title. Caption to clearly and concisely communicate the essence of the LL.

(3) Origination Date. Date the LL submission was completed, regardless of when the problem was actually encountered.

(4) Originator’s Name (required). Name of person making the submission and having personal knowledge of the situation.

(5) Originator’s Office Symbol. Self explanatory.

(6) Originator’s Phone Number (required). Self explanatory.

(7) Originator’s E-mail Address. Self explanatory.

(8) Project Title. Official title of the project on which the problem was encountered.

(9) Project Location. Installation or geographic place where the project is located.

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(10) Project Fund Type. Type of funding used for construction of the project (i.e., Civil Works, Military Construction Army, Military Construction Air Force, Non-Appropriated Funds, Operation & Maintenance, Foreign Military Sales, or Other).

(11) Applicable Phase. Phase of a project during which the LL should be considered on future projects (i.e., planning, design, or construction).

(12) Applicable Discipline Design discipline to which the LL submission is applicable.

(13) Installation Specific (required). Statement (i.e., yes or no) as to whether the LL submission is only applicable to a specific installation.

(14) Specification Reference. Title of the CEGS Section covering the LL submission.

(15) Explanation (required). Clear, concise description of the problem or situation encountered; impacts of the problem/situation may be included to underscore its importance.

(16) Recommended Action (required). Detailed description of what should be done and by whom in order to prevent a recurrence of the described problem/situation.

(17) Follow-up Action. Action, per paragraph 4.g.(2)(d), designated by the LL Committee concerning the future disposition of the LL record.

c. Where applicable, the use of digital photos to clarify a LL submission will be encouraged. Instruction on how to submit accompanying digital photos will be provided on the LL Web Page. Digital photos will be made a part of the LL record they support and will be automatically included when that record is provided in response to a LL search.

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Commanding

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